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SUBJECT: (b)(7)
 Third Report on DIA Processing

FROM: [Redacted] STAT

STAT Deputy Chief, IPD

DATE 27 March 1986

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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Attached is our third semi-annual report to congress for your coordination. Since we would like to give Mr. Kerr at least a week to study and sign it, please let me have your comments by COB Wednesday, 2 April. As always, verbal comments are welcome.

Thanks for your input and your help

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FORM 610 USE PREVIOUS EDITIONS

Dear Mr. Chairman:

The enclosed report is submitted in compliance with the reporting requirements of the CIA Information Act of 1984. This report--due 15 April 1986--covers the six-month period from 15 September 1985 to 14 March 1986.

This reporting period again showed a significant reduction in our backlog, a considerable improvement in our response time, and successful efforts to further refine our processing system.

We are especially pleased with the further improvement in our median response time from 9.2 months to 5.7 months. The continued downward trend in our backlog is also an accomplishment in which we take considerable satisfaction. In fact, as of this date our total backlog has fallen below the 1514 cases mentioned in this report and now stands at 1486 cases. The prospects for continued progress are very good and are viewed enthusiastically by our personnel responsible for processing FOIA cases.

Sincerely,

Richard J. Kerr
Deputy Director
for
Administration

Third Report on FOIA Processing

Measures to Improve Processing

During this reporting period the Agency has concentrated its efforts on "fine tuning" measures previously initiated in earlier reporting periods, improving communications among personnel involved in processing information requests, completing as many of the old cases as possible, and, in general, making our handling of all cases more efficient and responsive to the requesters.

The partial reorganization of the Coordinator's staff, reported in October, the cross-training of personnel, the renovation of its office space, and the purchase of new equipment have all contributed to greater efficiency and responsiveness. The last three computer terminals were recently installed, giving the Coordinator's staff ready access to tracking and status information. The Associate Coordinator has been scheduling regular visits with the various components in an effort to resolve problems, effect internal coordinations, and keep cases moving steadily through the system. In addition, the Coordinator has established a regular monthly meeting with the directorate Information Review Officers to discuss issues, concerns, and problems of a common nature within and outside the Agency to insure uniformity and promptness of response. Particular emphasis has been placed on completion of a number of very complex cases that had been awaiting coordination between components or were delayed by the massive review effort involved.

Overtime continues to be used throughout the Agency to prevent processing queues from increasing.

Budgetary and Personnel Allocations

Since Agency personnel handling Freedom of Information Act (FOIA) requests also process Privacy Act (PA) and Executive Order Mandatory Review requests (EO), budgetary and personnel allocations will again be estimated on the basis of FOIA's percentage of our total workload. FOIA requests received thus far this year have constituted 50.4% of our workload, while Privacy and Mandatory Review requests have made up 43.8% and 5.8% respectively.

There are 121 Agency employees primarily or entirely tasked with processing FOIA/PA/EO requests. Eighty-two of these are full-time staff employees; 18 are part-time staff, and 21 are rehired annuitants working two or three days a week. As is normal for this time of year, our total FOIA/PA/EO manhours converted to manyears--123--is running higher than recent year-end figures because summer vacations have not yet taken their toll. The estimated expenditure for personnel during this reporting period is \$2.08 million. This figure is calculated by the same formula used for the 1985 annual report to Congress, based on an average professional grade of GS-12/7 and an average non-professional grade of GS-07/6. Since FOIA requests made up 50.4% of our workload, the estimated personnel expenditure for FOIA processing was \$1.04 million.

Workload Trends

The continued reduction of our total FOIA/PA/EO backlog is a source of great satisfaction to those involved with processing these cases, and the acknowledgment of their success by the Chairman of the House of Representatives Subcommittee on Government Operations and by senior Agency officials has been a morale-enhancing factor and a source of pride. This reporting period has shown yet another significant reduction in both our overall backlog and the FOIA backlog as the following statistics demonstrate:

	<u>15 Sept 1985 Backlog</u>	<u>Cases Opened</u>	<u>Cases Closed</u>	<u>14 Mar 86 Backlog</u>	<u>Net Reduction</u>
Total	2055	1359	1900	1514	541
FOIA	1266	693	1082	877	389

The reduction of FOIA cases during this six-month period from 1266 to 877 represents a decrease of 31% since 15 October 1985, and a total reduction of 55% since October 1984, when the CIA Information Act was enacted. A sizeable reduction in the PA and EO cases has also occurred--19% for the current reporting period and 40% overall. The number of incoming requests remains at about the same level as reported for the 1984 and 1985 calendar years--2800 and 2804 respectively.

Among our most successful efforts during this reporting period has been the completion of as many large, complex old cases as possible. Our backlog at the beginning of this reporting period included 112 cases received prior to 1980 (74 FOIA, 37 PA, and 1 EO). As mentioned earlier, these had become stalled by the massive review effort required or sidetracked awaiting multiple coordinations, either internally or with other agencies. We have made a concerted effort to move these cases and have succeeded in closing out 40 of them, or 36% (25 FOIA and 16 PA). Most of these cases involve the review of three to eight cubic feet of material, much of which has to be coordinated with several other components or agencies.

Response Time

Another significant success since the last semi-annual report has been the improvement in our response time. During this six-month period the median response time has been reduced from 9.2 months to 5.7 months. In other words, 50% of the 1082 FOIA cases closed during this reporting period were completed in 5.7 month or less, while the other 50% required 5.7 months or more. We expected some dramatic improvement in this regard as the older cases were closed out, but this figure surpasses even our most optimistic expectations. The key to further improvement is a continuation of our concerted effort to make our workload more current. Since these older cases remain part of our backlog, in most instances, because of their volume and the massive review effort involved, they tend to impede our response time by the number of manhours they require. Their closure does more than reduce the backlog in that it frees personnel for more current efforts.

Future Prospects

We are indeed pleased to be able to report the considerable success we have had thus far in reducing our backlog, completion of older cases, and improvement in our response time. We expect, and will work diligently toward, continued improvement in these areas. It is not inconceivable that the backlog could be approaching the 1100 mark by October, although we expect that at some point, given little variation in the number of incoming requests, that we will reach an equilibrium where our backlog will become a true current workload and, therefore, not likely to vary greatly in either direction.

Our major emphasis during the coming reporting period will concern the further refining of our processing procedures and, perhaps, studying the possibility of shifting some personnel from phases of the processing where the workload is becoming lighter to those where the workload is increasing.